

Field Operation

1. Date of Enumeration:

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2. Name & Code of Enumerator
Designation : Signature.....
3. Name & Code of Supervisor:
Designation : Signature.....
4. Name of Officer who carried out Checking/
Editing in the Regional/Field Office:
5. Date of Despatch to H. Q:
6. Date of Receipt at H.Q:

Editing at Headquarter

7. Name & Code of Editor :
Designation : Signature.....
8. Date of Editing :
9. Name & Designation of Supervisor :
..... Signature.....
10. Date of Checking:
11. Date of Despatch to DP Centre :

Key points to remember for filling-in the questionnaire

- Identification particulars in Section-I must be entered in capital letters. Single alphabet be entered in each box e.g.

A	B	C
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 After each word one box be left blank.
- Economic Activity in question-2.04 be written carefully. If an establishment/household has more than one economic activities then major economic activity be written.
- If an establishment has more than one branches, questionnaire should be filled in for each branch separately. (Consult manual for detailed instructions).
- If any establishment has started business after 30-06-2000 then for such establishments Section-1 (Identification particulars) and for items 2.01, 2.02, 2.03 and 2.04 in Section-2, information be obtained. A note for such establishments be given in the questionnaire.
- For establishment closed during the reference year, information be obtained for number of month it worked.
- All values/expenditures/costs/payments be entered in Rupee.

Remarks : _____

2.13. Employment Number and Employment Cost :

Status of Employment	Male	Female	Monthly Cost	Annual Cost
	1	2	3	4
(1) Proprietors/Partners/Self Employed				
(2) Paid Employees (Including Contract)				
(3) Unpaid Family Helpers:				
(4) Other Remunerations/Honorarium				
(5) Total				

1 **2**

2.14. Value of (all) Raw Material (Intermediate Consumption) :

2.15. Value of goods Purchased for Re-Sale (Trade Establishment)

2.16. Value of Energy/Fuels Used :

(1) Electricity :	
(2) Gas/LPG/CNG	
(3) Firewood/Coal/Charcoal :	
(4) Kerosine Oil/Furnace Oil/Petroleum Products :	
(5) Others (Please Specify)	
(6) Total :	

2.17. Other Miscellaneous Cost/Expenditure :

(1) Telephone/Telegraph/Fax/Internet/Web :	
(2) Postal/Courier Services, Paper & Stationery etc. :	
(3) Others (Please Specify)	
(4) Total :	

2.18. Indirect Taxes, Fees and other Charges :

(1) Tax on Production (Sales, Excise, Octroi etc.) :	
(2) Property and similar Taxes :	
(3) Licence and Market Committee Fees :	
(4) Water and other Charges :	
(5) Total :	

2.19. Payments made to others :

(1) Work done by others on (own) raw material.	
(2) Repair and maintenance	
(3) Other (Please specify)	
(4) Total :	

2.20. Investment (Gross Capital Formation) made on Fixed Assets during the reference year and total value of fixed assets as on 30-06-2000 :

Name of Assets	Investment During the Year	Value of Fixed Assets as on 30-06-2000
1	2	3
(1) Land *		
(2) Building *		
(3) Plant, Machinery, Tools, Equipments, etc.		
(4) Transport Equipments		
(5) Furniture, Fixture, Office Equipments etc.		
(6) Other (Please Specify)		
(7) Total		

*In column-2 value of improvements made on Land and Building (Construction of new building or addition made on land or building) be entered.